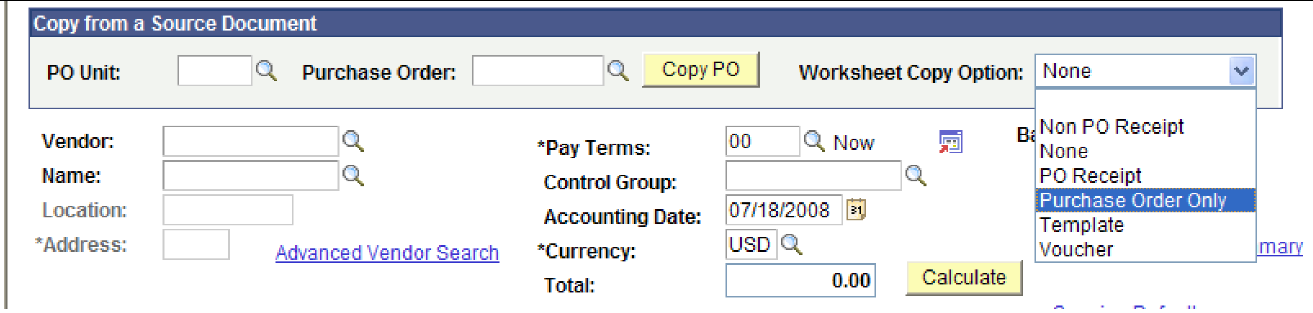
# ENTERING PO VOUCHERS

## Exercise 1: Worksheet Copy Option – PO Only.

**To be able to do these exercises, the user must have security access to voucher entry.**

| Steps | Directions | Comments |
|---|---|---|
| **BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: [https://www.connectnd.us/psp/ndrt/?cmd=login](https://www.connectnd.us/psp/ndrt/?cmd=login). Use your regular User ID and password.** | | |
| 1. | **Navigation:** *Accounts Payable → Vouchers → Add/Update → Regular Entry* | |
| 2. | Click the '**Add a New Value**' tab. | |
| 3. | Verify that your **business unit** fills in the first field.<br>Make sure that the Voucher ID field shows **NEXT.**<br>Click Add. | *OMB recommends that regular vouchers should have as much information on this screen filled in as possible. This is not true for PO Vouchers, however.* |
| 4. | A blank voucher screen should appear on the tab titled 'Invoice Information.'<br>In the blue section near the top of the screen called 'Copy from a Source Document,' click on the drop-down box as shown below.<br>Select the option of "**Purchase Order Only**." | |



Copy from a Source Document

PO Unit:

Purchase Order:

Worksheet Copy Option: None

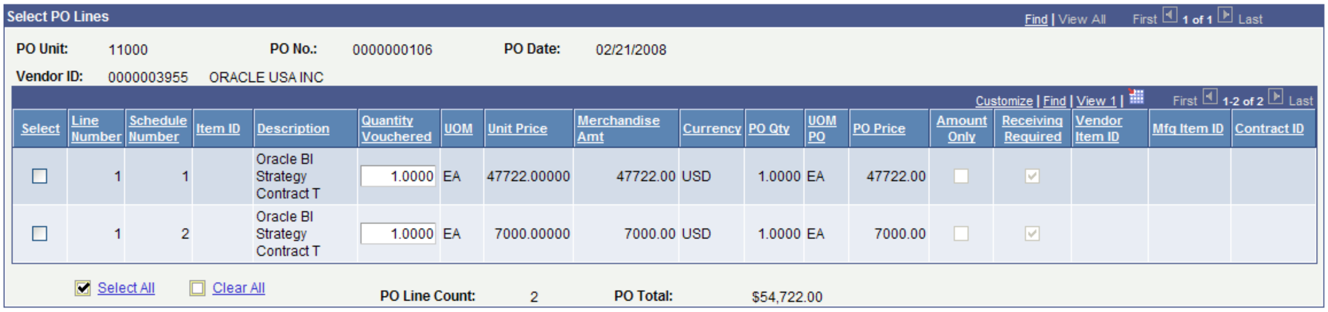
*Pay Terms: 00 Now

Accounting Date: 07/18/2008

*Currency: USD

Total: 0.00

| | | |
|---|---|---|
| 5. | **Copy Worksheet Page**<br>**PO Business Unit:** your business unit<br>**PO Number From**: enter the PO number given you from Purchasing, or<br>• Use the magnifying glass to search for available POs to pay.<br>Click Search. | |
| 6. | A new box called '**Select PO Lines'** appears with your search results.<br>If the PO has more than one line item, be sure to click on '**View All'** on the right side of that box. | |



Select PO Lines

Find | View All First 1 of 1 Last

PO Unit: 11000 PO No.: 0000000106 PO Date: 02/21/2008

Vendor ID: 0000003955 ORACLE USA INC

Customize | Find | View 1 | First 1-2 of 2 Last

| Select | Line Number | Schedule Number | Item ID | Description | Quantity Vouchered | UOM | Unit Price | Merchandise Amt | Currency | PO Qty | UOM PO | PO Price | Amount Only | Receiving Required | Vendor Item ID | Mfg Item ID | Contract ID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | 1 |  | Oracle BI Strategy Contract T | 1.0000 | EA | 47722.00000 | 47722.00 | USD | 1.0000 | EA | 47722.00 | ☐ | ☑ |  |  |  |
| ☐ | 1 | 2 |  | Oracle BI Strategy Contract T | 1.0000 | EA | 7000.00000 | 7000.00 | USD | 1.0000 | EA | 7000.00 | ☐ | ☑ |  |  |  |

☑ Select All ☐ Clear All PO Line Count: 2 PO Total: $54,722.00

| Steps | Directions | Comments |
|---|---|---|
| 7. | In the example above, the voucher enterer has the ability to select PO lines that match up to the invoice received.<br>1. If the invoice was only for $47,722.00, the user would select the box on Line 1 only by checking the box in the first column.<br>2. If the invoice was for the total amount of $54,722, the user can click the **Select All** link to check both of the lines at one time.<br>Choose whichever applies to the PO you pulled up in this voucher. |  |
| 8. | Once the appropriate lines are checked, click the button Copy Selected Lines to pull this information into the voucher. |  |
| 9. | **Invoice Information Tab**<br>Now you can enter some of the information as for regular vouchers.<br>- Enter the **Invoice Number** and **Invoice Date** as usual.<br>- Verify that the correct **Accounting Date** is used and that the **total** dollar amount matches the invoice amount. |  |
| 10. | Using the scroll bar on the bottom of the screen, scroll to the far right.<br>If more than one line was selected, click on '**View All'** to see all lines at once.<br>The item descriptions and information should appear.<br>Be sure to double check all the accounting information for accuracy. Make any changes as necessary. | *Do not click any of the "finalize" or "un-finalize" buttons in this exercise.* |
| 11. | Save. | Record your voucher ID here ________________. |
| 12. | Click on the drop-down 'Action' box at the top of the screen and select "Budget Checking." Click Run . |  |
| 13. | Your PO voucher is ready for approval. | *For future reference on entering PO vouchers, see the checklist at:* http://www.nd.gov/spo/connectnd/docs/po-vouchers.pdf. |

## Exercise 2: Worksheet Copy Option – PO Receipt.

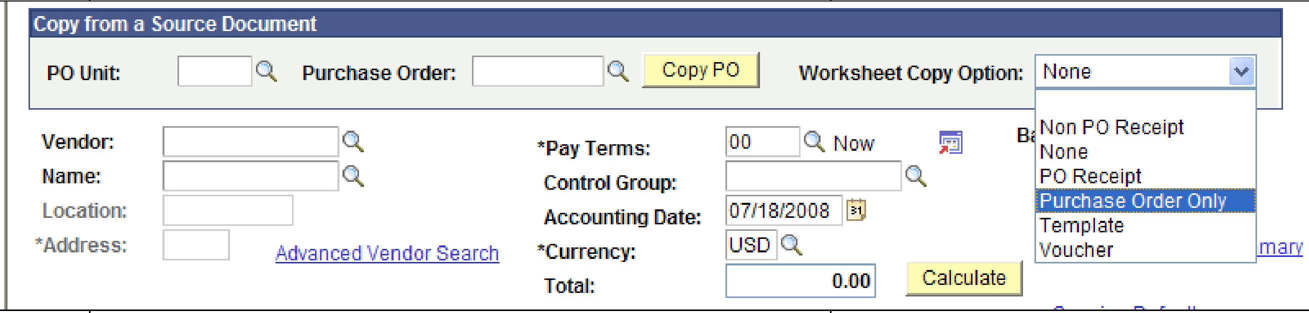
**All purchase orders should be received before being paid in a voucher. This exercise will only work if your agency uses Receiving.**

| Steps | Directions | Comments |
|---|---|---|
| 1. | **Navigation:** *Accounts Payable → Vouchers → Add/Update → Regular Entry* | |
| 2. | Click the '**Add a New Value'** tab. | |
| 3. | Verify that your **business unit** fills in the first field.<br>Make sure that the Voucher ID field shows **NEXT.**<br>Click Add. | *OMB recommends that regular vouchers should have as much information on this screen filled in as possible. This is not true for PO Vouchers, however.* |
| 4. | A blank voucher screen should appear on the tab titled '**Invoice Information.'**<br>In the blue section near the top of the screen called '**Copy from a Source Document**,' click on the drop-down box as shown below.<br>Select the option of "**PO Receipt**." | |
| 5. | **Copy Worksheet Page**<br>On this screen you will have the option of pulling in a single PO or multiple receipt numbers. The choice will depend upon which information the Purchasing staff gives the accounts payable staff.<br>**Receipt Unit:** your business unit<br>**Receipt Number From**: enter the receipt number given you from Purchasing, or<br>• Use the magnifying glass to search for available receipts to pay.<br>• You may enter a range of receipts as long as they are for the same vendor/PO.<br>Click Search. | |
| 6. | A new box called '**Select Receiver Lines'** appears with your search results.<br>If the receipt has more than one line item, be sure to click on '**View All**' on the right side of that box. | |
| 7. | This procedure enables the voucher enterer to see which lines of a PO have been received or not by looking under the column titled 'Recv Line Status.'<br>• Select only those boxes that correspond with the invoice; or<br>• Use the "Select All" button.<br>• Click the button Copy Selected Lines to pull this information into the voucher. | *OMB encourages agencies to use the PO Receipt method as purchase orders are not always received in full. This method will help prevent invoices paid on items not yet received.* |
| 8. | **Invoice Information Tab**<br>Now you can enter some of the information as for regular vouchers.<br>• Enter the **Invoice Number** and **Invoice Date** as usual.<br>• Verify that the correct **Accounting Date** is used and that the **total** dollar amount matches the invoice amount. | *The amount of the voucher needs to match the invoice, not the purchase order – unless the items billed have not been fully received.* |

| Steps | Directions | Comments |
|---|---|---|
| 9. | Using the scroll bar on the bottom of the screen, scroll to the far right.<br>If more than one line was selected, click on '**View All'** to see all lines at once.<br>The item descriptions and information should appear.<br>Be sure to double check all the accounting information for accuracy.  Make any changes as necessary. | |
| 10. | Save. | |
| 11. | Click on the drop-down 'Action' box at the top of the screen and select "Budget Checking."  Click Run . | |
| 12. | Your PO voucher is ready for approval. | |

## Exercise 3: Pay Multiple Purchase Orders on One Voucher.

| Steps | Directions | Comments |
|---|---|---|
| 1. | **Navigation:** *Accounts Payable → Vouchers → Add/Update → Regular Entry* | |
| 2. | Click the '**Add a New Value'** tab. | |
| 3. | Verify that your **business unit** fills in the first field.<br>Make sure that the Voucher ID field shows **NEXT.**<br>Click Add. | *OMB recommends that regular vouchers should have as much information on this screen filled in as possible. This is not true for PO Vouchers, however.* |
| 4. | A blank voucher screen should appear on the tab titled 'Invoice Information.'<br>In the blue section near the top of the screen called 'Copy from a Source Document,' click on the drop-down box as shown below.<br>Select the option of "**Purchase Order Only**." | |



Worksheet Copy Option: None

*Pay Terms: 00 Now

Accounting Date: 07/18/2008

*Currency: USD

Total: 0.00

| | | |
|---|---|---|
| 5. | **Copy Worksheet Page**<br>**PO Business Unit:** your business unit<br>**PO Number From and PO Number To**: enter the PO numbers given to you from Purchasing, or<br>• Use the magnifying glass to search for available POs to pay.<br>Click Search. | **NOTE:** You can only pay multiple POs if they belong to the same vendor. |
| 6. | A new box called '**Select PO Lines'** appears with your search results.<br>First, be sure to click on '**View All'** on the right side of the screen because of the multiple POs.<br>Second, make sure that you only select the POs that are for the same vendor.<br>• There can also be multiple lines under each PO. Click '**View All'** for each PO where it is applicable. | |
| 7. | The voucher enterer has the ability to select PO lines that match up to the invoice received.<br>1. Pick and choose from the POs and lines by checking the appropriate boxes under the **'Select'** column.<br>2. If all the lines match the invoice, click the **Select All** link to check all of the lines at one time. | |
| 8. | Once the appropriate lines are checked, click the button Copy Selected Lines to pull this information into the voucher. | |

| Steps | Directions | Comments |
|---|---|---|
| 9. | **Invoice Information Tab**<br>Now you can enter some of the information as for regular vouchers.<br>• Enter the **Invoice Number** and **Invoice Date** as usual.<br>• Verify that the correct **Accounting Date** is used and that the **total** dollar amount matches the invoice amount. | |
| 10. | Using the scroll bar on the bottom of the screen, scroll to the far right.<br>Click on '**View All'** to see all lines at once.<br>The item descriptions and information should appear.<br>Be sure to double check all the accounting information for accuracy. Make any changes as necessary. | *Do not click any of the "finalize" or "un-finalize" buttons in this exercise.* |
| 11. | Save. | Record your voucher ID here ______________. |
| 12. | Click on the drop-down 'Action' box at the top of the screen and select "Budget Checking." Click Run . | |
| 13. | Your PO voucher is ready for approval. | |